

Programs

Responsible for contacting the presenter in writing to confirm the date, time, location and fees for presentation. Also need to confirm if overnight lodging is required and make arrangements as necessary, possibly a guild member.

Contact a guild member for either a demonstration or trunk show on the alternate meetings. Reminder: we do not pay guild members but rather each member should donate a fat quarter.

Responsible for booking the Jones room at the library for every 2nd and 4th Tuesday, September to June.

One week prior to presentation, contact presenter to confirm attendance.

Have available sign up sheets when a class is being offered. Know the maximum minimum class size. Participation fees are collected in advance at sign-up time.

Responsible for informing the guild about required materials for classes.

Introduce each guest speaker or member demonstrator at guild meetings.

Maintain a record of speakers during their term.

Responsible for writing a thank-you note to each speaker in a timely manner.

Responsible for submitting a report for each newsletter.

On an election year, the outgoing chair is responsible for a report summary of the year's events at the annual meeting. On a non election year, the current chair is responsible for the report for the annual meeting.

**Optional: Organize bus trips